

81st REGIONAL SUPPORT COMMAND



"Call of The Wildcat"



**81st RSC Circular
Number 25-05-02**

Monthly Bulletin

**MAY 2002
Expires MAY 2003**

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The 81st Regional Support Command Monthly Bulletin is an official publication that is published under the provisions of AR 25-30. Articles published in this bulletin contain notices that are informational, advisory, or directive. Policy must be published in 81st RSC Circulars, Supplements, or Regulations.

The proponent for this publication is the Deputy Chief of Staff for Information Management. Comments and/or suggested improvements can be forwarded to this Headquarters, AFRC-CAL-IMD, or by telephone, 1-877-749-9063, extension 1622/1636. To contact POC of articles call or E-Mail the POC (phone number and E-Mail address is at the end of each article).

If extra copies are needed, local reproduction is authorized.

**HEADQUARTERS
81st REGIONAL SUPPORT COMMAND
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DEPUTY CHIEF OF STAFF FOR PERSONNEL
COLONEL
ROBERT R. MARTIN



AFRC-CAL-PR

1. RESERVE PERSONNEL DIVISION.

a. OFFICER BOARDS.

CPT/MAJ AMEDD Promotion Board

Convened: 7 Jan 02

TPU Position Vacancy Board

Convened: 14 Jan 02

CPT/MAJ Chaplain Promotion Board

Convened: 25 Feb 02

MAJ APL Promotion Board

Convened: 4 Mar 02

CW 3/4/5 Promotion Board

Convened: 22 Apr 02

LTC Command Assignment Selection Board

Convened: 4 May 02

LTC/COL AMEDD Promotion Board

Convenes: 28 May 02

COL APL Promotion Board

Convenes: 8 Jul 02

COL Command Assignment Selection Board

Convenes: 19 Aug 02

LTC APL Promotion Board

Convenes: 4 Sep 02

LTC/COL Chaplain Promotion Board

Convenes: 21 Oct 02

CPT APL Promotion Board

Convenes: 4 Nov 02

(Mr. Johnson/1-877-749-9063, ext. 1709)

b. ENLISTED BOARDS.

HQDA CSM Selection Board

Convenes: 15 Jul 02

Senior Enlisted Promotion Board

Convenes: 29 Jul 02

Packets due: 10 Jul 02

(Mr. Hall/1-877-749-9063, ext. 1732)

c. MAXIMUM YEARS OF SERVICE (MYOS) (REPEAT 1).

(1) The Chief, Army Reserve has approved the following changes to paragraph 7-2g, AR 140-10 (removal rule for enlisted soldiers-length of service (MYOS)): CSM-35 total years of service (must have at least 20 qualifying years) (no change); SGM/1SG/MSG-31 total years of service (must have at least 20 qualifying years) (no change for SGM); SFC-29 total

years of service (must have at least 20 qualifying years); SSG & below-27 total years of service (must have at least 20 qualifying years).

(2) Suspension of MYOS will be lifted effective according to the following schedule and affected soldiers will be removed in accordance with paragraph 7-2g, AR 140-10 (w/change above): CSMs who reach MYOS on or before 30 September 2002-orders must be published by 1 September 2002 with an effective date 30 September 2002 (regardless of stabilization); SGMs who reach MYOS on or before 30 September 2002-orders must be published by 01 September 2002 with an effective date 30 September 2002; 1SGs/MSGs who reach MYOS on or before 30 November 2002 orders must be published by 1 November 2002 with an effective date 30 November 2002; SFCs who reach MYOS on or before 31 January 2002-orders must be published by 1 January 2003 with an effective date 31 January 2003; SSGs & below who reach MYOS on or before 31 March 2003-orders must be published by 1 March 2003 with an effective date 31 March 2003.

(3) An EXCEL roster was created and sent via email to MSCs/DRUs as a working tool to identify soldiers who will and have reached MYOS and who must be removed based on the new schedule. This roster is not 100% accurate, as some soldiers should appear on the roster but the soldier's retirement points are not up-to-date and the system does not show the soldier with 20 qualifying years. MSCs/DRUs should scrub this roster and also check all soldiers based on schedule and PEBD. MYOS removal actions must be submitted to arrive at this headquarters 60 days before removal date (30 September 2002-CSMs/SGMs; 30 November 2002-1SGs/MSGs; 31 January 2003-SFCs; 31 March 2003-SSG & below).

(Mr. Hall/1-877-749-9063, ext. 1732)

d. AUTOMATION OF JUNIOR ENLISTED PROMOTION LIST (JEPL).

(1) This headquarters manually inputs all Junior Enlisted Promotion Board results from subordinate units every quarter and

stops validating requests for fill off the promotion list for almost two weeks due to the workload. This is unacceptable. We are in the process of developing an automated program where each MSC and DRU will be required to update their portion of JEPL every quarter to include: adding the names of new soldiers that have been boarded, updating the status codes and dates, and deleting the name of soldiers who are to be removed from the recommended list. The updated list will be forwarded to this headquarters via email. We will consolidate the list of each MSC and DRU into the 81st RSC JEPL and publish the official JEPL every quarter.

(2) We will extract the names of soldiers by MSC/DRU and email the database and program with instructions to MSCs/DRUs for testing during the next quarter (May- July) after the JEPL is published. Prior to forwarding the database, we are checking the list to ensure that the current force structure is reflected so that the extracts are as accurate as possible. In the past when units were re-aligned from one MSC to another MSC, the JEPL has not always been updated.

(Mr. Hall or SFC Kelly, 1-877-749-9063, ext. 1732/1713)

e. USARC SELECTIVE RETENTION BOARD.

(1) A USARC Selective Retention Board will convene 16 - 25 September 2002 in St. Louis to consider selected AMEDD officers, who have completed 20 years of qualifying service for retired pay, in the grades of 04 through 06 for continued service in a TPU.

(2) This headquarters has received the memorandum announcing the board and individual letters of notification for those officers to be considered (based on TAPDB-R data), but we have not received the roster that is to be scrubbed for additions/deletions. The roster is to be sent to us via email. The updated roster is to be returned to AR-PERSCOM not later than 15 May 2002 and SRB packets are due not later than 25 June 2002. We are preparing a memorandum of instruction for the MSCs. The officers in the following branches, AOCs, and in the

specific grades listed will be considered by the board.

MC - 62B (COL Only)
MS - 67E (COL Only)
67F (LTC, COL Only)
AN - 66C (LTC & COL Only)
67J (LTC & COL Only)
66F (COL Only)
All 70s (LTC & COL Only)
66H (MAJ, LTC, COL)
71A (LTC Only)
71B (LTC & COL Only)
DE - 63A & 63B (COL Only)
71E (LTC & COL Only)
71F (LTC Only)
SP - 65A (LTC & COL Only)
72B (COL Only)
65B & 65C (MAJ, LTC, COL)
72C (LTC Only)
73A (MAJ, LTC, COL)
VC - All 64 Series (MAJ, LTC, COL)
73B (MAJ, LTC, COL)

(Mr. Johnson/1-877-749-9063, ext. 1709)

f. COLONEL COMMAND

ASSIGNMENT SELECTION BOARD

(CCASB). The CCASB will convene at AR-PERSCOM from 19-23 August 2002. Instructions on completing application packets can be found on the 81st RSC website, under the DCSPER page.

(Mr. Johnson/1-877-749-9063, ext. 1709)

g. OFFICER VACANCIES. Officer vacancies are listed on the 81st RSC website under "New Items." Each vacancy lists points of contact for additional information.

(Mr. Johnson/1-877-749-9063, ext. 1709)

h. DIRECT APPOINTMENTS/

OCS. Soldiers interested in becoming an officer through direct commissioning or attending Officer Candidate School (OCS) may contact CPT Felder at toll free 1-877-749-9063, extension 1748, or via email at Angela.Felder@se.usar.army.mil for information on how to apply.

(Mr. Johnson/1-877-749-9063, ext. 1709)

2. HUMAN RESOURCES DIVISION. TUITION ASSISTANCE FOR

MOBILIZED OFFICERS. In a 15 April 2002 memorandum, MG Mayo requested that the Commander, PERSCOM, grant an exception to allow mobilized officers to qualify for tuition assistance. He also requested that officers, who have incurred tuition expenses that would have been paid if the officer were active component or in a

USAR status, be retroactively reimbursed for these expenses. Advise your mobilized officers that installation education offices are not processing tuition assistance requests for mobilized RC officers.

(Ms. Malone/1-877-749-9063, ext. 1741)

3. PERSONNEL READINESS DIVISION.

a. FAMILY CARE PLANS (REPEAT 1).

(1) AR 600-20, paragraph 5-5 establishes a requirement for family care plans (FCP) for soldiers who are dual military couples with dependents, dual military couples expecting a child, single parent soldiers and single pregnant soldiers. The FCP is the means by which soldiers provide care for their family members when military duties prevent them from doing so themselves. As such, the FCP is an important part of personnel readiness.

(2) Data regarding FCPs is required in RLAS. On the "Personal Data" tab, RLAS asks the following questions that relate to FCPs:

Sole parent Indicator: Yes or No

Family Care Plan Status:

A = Approved Family Care Plan

B = No Family Care Plan Required

C = Family Care Plan Pending

D = Family Care Plan Required – None on File

Family Care Status Date:

(3) Additionally, if a soldier who requires a FCP does not have a valid, approved plan, that soldier is non-deployable. Therefore the deployability code must be updated to reflect this status. On the "Service Data" tab, the deployability code "C3" is "No Individual Family Care Plan".

(4) The USARC DCSPER has provided the Personnel Readiness Division with a FCP report based on RLAS data. This report indicates that 11,278 soldiers within the 81st RSC have invalid (or blank) FCP codes. This is 37% of the RSC total strength. This is not acceptable. In addition, the report identifies a total of 2,111 FCPs required, 1,308 FCPs approved, 431

FCPs pending approval, and 372 with no FCP, for a percent approved of 62%. MSCs are currently reporting a completion percentage of 89%. RLAS data must be updated to reflect reality.

(Ms. Upton/1-877-749-9063, ext. 1739)

b. DEERS VALIDATION.

(1) By accessing the following web address, soldiers can validate their family member eligibility on the DEERS database. Required fields are the soldier's name, birth date, and SSN. Press the DEERS address "Select" button to access the system. This is a great help for mobilized and family readiness personnel to validate soldiers' DEERS status. Soldiers requiring changes to dependent eligibility will still have to report to their local DEERS/RAPIDS station for validation and input to the system.

(2) The web page is under a DoD secure site, so access is limited to government use only. The web address is: <https://www.dmdc.osd.mil/swg/owa/dmdc.home>.

(MAJ Clark/1-877-749-9063, ext. 1704)

4. PERSONNEL MANAGEMENT DIVISION.

a. SMARTFORCE REGISTRATION NOW AVAILABLE THROUGH ATRRS.

(1) At no cost to the individual or their organization, all active duty soldiers, members of the National Guard or Reserve as well as all Department of the Army civilian employees are authorized to access over 1,500 information technology, business skills, and interpersonal skills courses from any location, around the clock (24/7).

(2) All you have to do to use SmartForce is get an Army Knowledge Online <http://www.us.army.mil> account and complete an ATRRS application <https://www.atrrs.army.mil/channels/elearning/smartforce>. Be sure to browse the SmartForce Course Catalog <https://www.atrrs.army.mil/channels/elearning/smartforce/sfCatalog.pdf> to see the courses available to you.

(Ms. Tyree-Hyche/1-877-749-9063, ext. 1953)

b. MILITARY TECHNICIANS FOUND MEDICALLY DISQUALIFIED

FOR CONTINUED MILITARY SERVICE.

(1) Recently the US Army Reserve Command, Military Technician Branch, received updated guidance from the Army Disabilities Agency about the need for a formal Physical Evaluation Board (PEB) for a military technician (MILTECH) who has been found medically disqualified from continued active status.

(2) **Unless you have new information** to submit to the board, there is no reason for the MILTECH to go to the formal PEB. The informal PEB is sufficient to establish the fact that the MILTECH has tried to remain in active status upon being found unfit by the command surgeon and that the separation is involuntary. If new medical information could result in retention, the MILTECH should by all means request the formal PEB.

(3) MILTECHs **hired on or before 10 February 1996** who are found medically disqualified, as confirmed by the informal PEB, may become non-dual status technicians (NDSTs) and be retained in the MILTECH program until they reach age 60 and eligibility for an unreduced annuity under the provisions of 10 USC, §10218. (This is USARC's current staff position for the FY 83-95 group. If OTJAG rules there is a legal requirement for this year group, the MILTECH will have to be removed by law as the post-February 1996 group below. Currently, USARC is proceeding on the basis there is no "legal" requirement to remove medically disqualified MILTECHs in the FY83-95 year group.)

(4) Unfortunately, MILTECHs **hired after 10 February 1996** who are found medically disqualified **must be removed from the MILTECH program within one year** per 10 USC, §10216 and §10218.

(5) Remember, it is extremely unlikely the formal board would overturn the informal board results without new information. We recommend that supervisors and commanders provide this information to their MILTECH employees.

(Ms. Tyree-Hyche/1-877-749-9063, ext. 1953)

c. LONG TERM CARE INSURANCE (LTCI).

(1) The US Office of Personnel Management (OPM) is sponsoring a high-quality long-term care insurance program for members of the federal family. OPM selected two leading insurance companies, John Hancock and Metropolitan Life, as the carriers who will offer this new benefit. The two companies have formed a joint venture company, LTC Partners, who will be dedicated to the implementation and administration of the Federal LTCI program.

(2) Eligible individuals (active and retired civilian employees and uniformed service members) will have two opportunities to enroll in LTCI provided by LTC Partners. The first opportunity, an early enrollment program, will be held from 25 March through 15 May 2002. The early enrollment program will allow eligible members (civilian employees who are eligible for health coverage under the Federal Employees Health Benefits Program (FEHB) are eligible for LTCI), of the Federal family who already appreciate the need for LTCI to enroll during that time frame. Not all plan features will be available during early enrollment. Premium payments may be made to the provider through automatic bank withdrawal and direct billing; however, payroll deduction will not be available. For a complete listing of the Federal Long Term Care Early Enrollment premiums, click on <http://www.opm.gov/insure/ltc/calculator/fltciprates.pdf>. (Be aware that this OPM listing of premiums is 140 pages long.)

(3) The second opportunity to enroll will be the first LTCI open season to be held from 1 July through 31 December 2002. At that time, all benefit options under the program will be available and payroll deduction will be implemented. If the employee enrolls during the early enrollment program, he or she can switch to payroll deduction during the LTCI open season.

(4) Federal civilian employees are eligible to enroll in LTCI if they eligible to enroll in the Federal Employees Health

Benefits Program (FEHB). Unlike FEHB, the LTCI premiums are fully paid for by employees who choose to enroll. Certain family members may be eligible to enroll as well.

(5) OPM has determined that the provider, LTC Partners, is solely responsible for all core functions that support this program. LTCI may be unfamiliar to many individuals and eligible individuals should rely on the experts at LTC Partners to field any questions concerning long term care in general or any aspect of the plan. Personnel lists and/or the counselors at the Army Benefits Center – Civilian, ABC-C, will not answer any questions regarding this insurance; they will only direct you to the provider. Postcards for requesting a subscription to a series of informational bulletins being produced by LTC Partners will be sent through normal distribution channels.

(6) Eligible personnel seeking additional information regarding LTCI should contact LTC Partners directly by calling: 1-800-LTC-FEDS (1-800-582-3337) or access the LTC website at: www.ltcfed.com. A subscription to the bulletin series can also be requested by contacting LTC telephonically or via their website. OPM also has a very informative and educational website about long term care needs and insurance in general at www.opm.gov/insure/ltc. This site also provides information about LTCI tax issues, facts, legislation and an ongoing series of questions and answers. A calculator will be added to this site to help make informed decisions about LTCI.

(7) If eligible members of the federal family decide to enroll in LTCI, they will enroll directly with LTC Partners, who will be providing information regarding how to enroll. Enrollments cannot be accepted through any servicing personnel office or the ABC-C.

(Ida Tyree Hycher/1-877-749-9063, ext. 1953)

d. BY-NAME REQUESTS.

(1) We have several vacant positions for the AMSA/ECS shops serviced by the 81st RSC. Supervisors/managers desiring to

fill these vacancies as quickly as possible can request a "quick fill." For example, if the supervisor or manager of a shop already has someone in mind or someone comes in off the street because they have heard there is a vacancy in that shop to be filled and would like to be considered for the job, a quick fill can occur as long as the individual has what is called a non-competitive appointing authority. This non-competitive appointing authority could be in the form of an:

(a) Reinstatement eligible that has obtained career status with a tenure 1 and has held the grade of the position in a permanent status (must submit SF-50 showing career tenure 1 in competitive service and have held the grade of the position in a permanent status and resume with the by name request.) Reinstatement is the reemployment of a former federal employee, including spouses hired under overseas local dependent hire authority who have reinstatement rights upon return to the United States. Excluding spouses who obtain eligibility through overseas service, a "reinstatement eligible" is an applicant who previously held a career or career-conditional appointment with a federal agency, but is not now a federal employee. There is no time limit on the reinstatement of a veteran's preference eligible or a person who has completed the service requirement for career tenure. "Nonpreference eligibles" who have not attained career tenure normally can only be reinstated within three years of the date of their earlier separation. Individuals with reinstatement rights can be noncompetitively placed in positions at grades equal to or lower than the grade they previously held.

(b) Executive Order (EO) 12721 eligibles (family members that worked overseas.) Executive orders must be within three years of returning from overseas (must provide a SF-50 showing executive order status as an reinstatement eligible within three years of returning from overseas, Executive Order, and resume.)

(c) VRA eligibles that have a DD-214 showing completion of at least 180 days

of active duty military service and a discharge from active duty military service with an honorable discharge (must submit DD-214 and resume with the by name request.) VRA eligibility authority can be used up to GS-11 and equivalent jobs under other pay system. Eligible for VRA appointment are those who served on active duty between 5 August 1964 and 7 May 1975 and are appointed within ten years of discharge or until 31 December 1995, or served after 7 May 1975 and are appointed within ten years of discharge or until 31 December 1999. If the applicant has a service-connected disability of 30 percent or more, there is no time limit.

(d) A 30% or more disabled veteran (must provide a DD-214, Veteran's Administration letter showing the percentage of disability and resume with the by name request). Thirty percent or more compensable disabled veterans, if qualified, may be noncompetitively appointed to positions without going through the Office of Personnel Management (OPM). A current Veterans Administration letter or military discharge papers substantiating the disability is required for applying under this program. Thirty percent disabled veterans are initially given a temporary appointment; duration may vary depending on type of disability and position requirements. This provides a period of time to evaluate whether the disability impairs the performance of the full range of duties of the position. Once certified that the disabled veteran is successful in the position, he/she is converted to a career-conditional appointment.

(2) Please note that all applicants must meet the qualification criteria as specified in the Qualifications Standard Handbook.

(Ms. Watts/1-877-749-9063, ext. 1952)

DEPUTY CHIEF OF STAFF, OPERATIONS
COLONEL CLINTON D. KIRK



AFRC-CAL-OP

**1. HEALTH CARE SPECIALIST (91W)
ASI "Y2" REMOVAL PROCEDURE**

(REPEAT 1). Army Reserve soldiers previously classified as 91B (Medical Specialist) or 91C (Practical Nurse) must transition to the new Medical Occupational Specialty (MOS) of 91W (Health Care Specialist) and 91WM6 respectively, effective 1 October 2001. Each MOS has a specific process to follow to become fully MOS qualified (MOSQ). All Special Qualifications Identifiers (SQI) and Additional Skill Identifiers (ASI) will be retained with their specific MOS. Attach a photocopy of your certifications/licensures. Your National Registry of Emergency Medical Technician (NREMT) Certification cards and Practical/Vocational Nurse License must have an expiration date which extends beyond the date in which the commander signs the DA Form 4187 requesting removal of ASI Y2. All packets will be submitted from soldier's unit of assignment directly to:

AR-PERSCOM, ATTN: ARPC-HSE
(91W), 1 Reserve Way, St. Louis, MO
63132-5200. AR-PERSCOM Health
Services Enlisted (HSE) will review packets for completeness. Incomplete/inaccurate packets will be returned for appropriate action. Allow four to six weeks processing time from initial submission to completed action. Access the AR-PERSCOM web page, <http://www.2xcitizen.usar.army.mil/>, click on the search tab and type 91W for additional information.

(SFC Ortiz/1-877-749-9063, Ext. 1840)

**2. HEALTH CARE SPECIALIST (91W)
TRAINING (REPEAT 1).**

Courses leading to 91W qualification and or removal of ASI "Y2" is available in Region C and

Region D. Training path for 91Bs is NREMT, Trauma Aims and BHTLS or PHTLS. Training path for 91Cs is NREMT and BHTLS or PHTLS. The NREMT (National Registry EMT) Course length varies from eighteen to 21 days. The Trauma Aims course length is two weeks and the BHTLS or PHTLS varies from two to three days. The 81st RSC is allocated seats in Region C, Region D and Region E under school code C081, D081 and E081 respectfully. Check prerequisites for each course in the "PR" display in ATRRS.

(SFC Ortiz/1-877-749-9063, Ext. 1840)

3. GROUP AT PACKETS (REPEAT 1).

a. DCSOPS Unit Training needs the assistance of all MSC's to ensure that their subordinate units submit their AT Packets in a timely manner. UT has proactively tried to solicit AT packets 60 days prior to AT mission via e-mail and telephonically. ALL AT Packets are due at the 81st RSC DCSOPS NLT 30 April 02.

b. As a reminder, AT packets are due to the 81st RSC, DCSOPS, UT, sixty (60) days prior to the actual AT mission. UT is here to assist the MSCs and DRUs to accomplish their mission; HOWEVER, this is a joint effort, i.e., submission of AT packets must be submitted on time and in accordance with 81st RSC Reg 350-5. It should also be mentioned that units must submit a completed AT packet through their proper chain of command. Once the MSC receives the completed AT packet, then it is submitted directly to the 81st RSC, DCSOPS, UT. DO NOT SUMBIT AT PACKETS DIRECTLY TO 81ST RSC DCSLOG OR DCSCOMPT

c. The following MSCs/DRUs have LATE AT packets:

3d PERSCOM

416 Co Repl(due 4/3/02)

5th MD GP

946th Med Det(due 3/4/02)

81st RSG

1188 BN Trans(due 4/2/02)

171st ASG

450 Co Ammo(due 4/1/02)

1015 Co Maint(due 4/1/02)

332d MD BDE

874 Det(due 3/11/02)

332 HHC Bde(due 4/8/02)

345 HCS(due 4/8/02)

427 Bn(due 4/8/02)

429 HHD Bn(due 4/8/02)

810 Co Den(due 4/8/02)

375th TC GP

505 Det(due 2/27/02)

525 Det(due 2/27/02)

375 HHC(due 4/1/02)

375 HHC(due 4/1/02)

518 Det(due 4/1/02)

828 HHD(due 4/1/02)

937 Det(due 4/1/02)

846 Co Trk(due 4/8/02)

640th ASG

210th PA Det(due 3/10/02)

658th QM Co(due 3/11/02)

658th QM Co(due 3/13/02)

212 Co Trk(due 4/1/02)

300 HHD(due 4/1/02)

300 HHD (due 4/1/02)

343 Co Sup(due 4/1/02)

342 HHD (due 4/12/02)

642nd ASG

7223 USAH (MSU)(due 3/5/02)

7223 USAH (MSU)(due 4/9/02)

3297 USAH (MSU)(due 4/10/02)

926th EN GP

926 Bn(due 4/30/02)

(SSG Matthews/1-877-749-9063 ext 1873)

d. Units are to send 1021-E if there is a change with their Annual Training dates or location. If you are conducting an incremental AT and you are scheduled for a TAM but will not have a sufficient amount of soldiers on each rotation that can be TAM'd, please request a TAM waiver.

(CPT Woods/1-877-749-9063 ext 1881)

e. **UNIT AT WORKSHOP.** There will be a Unit AT workshop at the 81st RSC on 6 May 02 for Major Subordinate Commands that have not completed ALL of their Group Annual Training orders. The suspense to have Group Annual Training orders completed is 30 April 02.

(Mike Brown/1-877-749-9063 ext 1871)

f. **OVERSEAS DUTY for TRAINING.** Overseas Duty for Training (ODT) After Action Reports (AAR): This is a reminder that all units performing ODT must provide a copy of their AAR to this office upon completion of ODT.

(Mike Brown/1-877-749-9063 ext 1871)

4. FY03 AMMO FORECASTS

(REPEAT 1). Ammunition forecasts for FY03 are due to this office **NLT 15 June 02.**

(CPT Woods/1-877-749-9063 ext 1881 or Mr. Brown, ext 1871)

5. PCASORTS TRAINING (REPEAT 2):

Our next class for PCASORTS will be held 7 - 9 May 02, at the RSC Headquarters. Topics include PCASORTS Software, AR 220-1, ITTRS-GIS, Unit Status Reporting. For more information, or to reserve a seat contact SFC Lapp at 877-749-9063 ext. 1818, or email at Jeffrey.Lapp@se.usar.army.mil.

(SFC Lapp/1-877-749-9063 ext 1818)

6. OUT DATED SECURITY

CLEARANCE (Reminder). (REPEAT 1) Time is Short.

a. In October 2000 HQDA DCSINT released new security clearance reinvestigation guidance to commanders and security managers. Effective immediately, the Department of Defense (DOD) has extended the Periodic Reinvestigation (PR) submission to 01 June 2002 for Secret Security Clearances. However, it is imperative that security managers initiate a periodic reinvestigation expeditiously. Additionally, the Office of Personnel Management (OPM) will process all National Agency Check with Local Agency Check and Credit Check (NACLC) for military and (ANACI) National Agency Check with written inquiries for civilian personnel.

b. The deadline for submission of backlogged Personnel Security Periodic Reinvestigations follows:
Top Secret-PR's must be submitted to Defense Security Service (DSS) on military personnel no later than 31 March 2001 (Past).
Secret -PR's must be submitted to OPM on civilian personnel no later than 31 March 2002.

c. Many soldiers do not take their security clearance seriously. Failure to keep your security clearance current can cause soldiers many types of difficulty. Soldiers

should know the type of clearance they have and the expiration date of that clearance. A soldier's clearance level should meet or exceed the level required for their position, promotion, required military schools and required training activities. ARPERCEN will not issue orders to soldiers who do not have the proper clearance level required for the school to be attended. Also, Medical Service Branch Lieutenants have been passed over for promotion because they did not have the proper clearance. Higher headquarters should ensure information is disseminated to all subordinate units.

d. An updated AR 380-5 Information Security Regulation is online at United States Army Publication Agency (USAPA)-website:

http://www.usapa.army.mil/pdffiles/r380_5.pdf.

(SSG Wilson /1-877-749-9063 ext 1893)

7. PROVOST MARSHAL OFFICE.

a. **New AR 525-13, Antiterrorism.**

The new AR 525-13 separates the terms Antiterrorism/Force Protection for the purpose of eliminating confusion between the two programs. Additionally, it changes *Terrorist Force Protection Condition (TFPCON)* to *Force Protection Condition (FPCON)*.

(MAJ Crumpton/1-877-749-9063 ext 4101)

b. **FPCON.** This message clarifies the current Force Protection operating procedures in the 81st RSC geographical area of operation: The army baseline FPCON level remains at Bravo with the following additional Charlie measures 30, 33, 36, 38, 39 and a **100% hands-on identification card check** for access onto all installations, facilities and activities. All off-post USAR facilities in the 81st RSC geographical area of operation will continue to comply with the current FPCON and respective measures. On-post facilities will comply with current installation FPCON and measures. The 100% hands-on identification card check for access to off-post USAR facilities will apply to the facility building entrance.

Recommend every exterior door to the facility be locked unless a guard is posted

(the use of armed guards are not directed under the current condition and measures). Exterior doors can be unlocked as needed to allow emergency entrance and exit to and from the facility.

c. Plastic Water/Sand Filled Barriers.

A contract has been awarded to provide plastic water/sand filled jersey barriers to protect building/facility **entrances** that are vulnerable to moving vehicle bomb attacks. 81st RSC Provost Marshal's Office (PMO) cannot provide barriers for a "blast standoff" wall around an entire building or around the perimeter of a USAR facility. Recommend barriers be used to assist in preventing a vehicle from being driven into the building entrance or doorway. Barriers may also be placed at the facility driveway entrance in a serpentine (zig zag) pattern to slow the movement of vehicles.

Barriers must be included in the facility property book.

Facility managers or facility physical security officers may submit a request to PMO for barriers via e-mail, fax 205-795-1878, or mail. Barriers vary in length from 6 to 10 feet. Each request must include the facility name, city, state, point of contact, phone number, and the number & length of barriers requested. Requests must also include a brief description of where the barriers will be placed (i.e., main doorway entrance - 3 barriers, facility driveway - 4 barriers, etc.).

(Mr. Craig/1-877-749-9063 ext 1702)

d. Physical Security / Force

Protection Workshops. The last Regional PS/FP Workshop for FY 02 will be held in Lexington, KY from 21-23 Jun 02. The PSOs of 81st RSC and USARC DRC units may attend a workshop closest to their unit or home of record. Training is mandatory for PSOs who have not previously received formal training in physical security. USARC Pamphlet 190-1 and 81st RSC Regulation 190-13 require newly appointed PSOs to receive formal physical security training within one year of their appointment. The 81st RSC workshops meet this requirement. Commanders should make every effort to allow unit PSOs to attend this training.

(CPT Bacote/1-877-749-9063 ext 1736)

e. Physical Security Inspections.

Inspection dates are tentative and subject to change. Commanders or activity supervisors must ensure that unit personnel are available for the inspections. Inspectors from the Fort McCoy, WI Directorate of Protective Services (DPS) will conduct the inspections. An inspector will call each facility and unit to confirm inspection dates. A standardized physical security checklist from USARC Pam 190-1, App D will be used for all inspections. Physical security inspections are scheduled as follows:

Alabama/Mississippi

Decatur, AL 10 May 02

Florida/Georgia

Perrine, FL 13-24 May 02

Miami, FL 21-24 May 02

Kentucky/Tennessee

None

North Carolina/South Carolina

Salisbury, NC 7-8 May 02

N. Charleston, SC (1189) 7-10 May 02

Durham, NC 20-22 May 02

(Mr. Dean Roberts/1-877-749-9063 ext 1700)

f. Inspector Notes.

(1) The PMO has requested that we discuss how an inspection is scheduled. As a general rule the following timeline is used:

100 Days - Inspectors develop itineraries and sends a memo to the PMO.

90 Days - Inspection memo is sent to the MSC by the PMO.

60 Days - MSCs send to subordinate units.

14 Days - Inspectors calls facility/Unit for final coordination.

(2) As a general rule inspections are not conducted during drill weekends. If your unit will be unavailable for the time period that has been selected then immediately call the 81st RSC PMO. The inspector does not have the authority to cancel your inspection. The inspector can, if his schedule permits adjust your inspection day and time if it will fit into their schedule. The inspectors can also conduct the inspection after the normal duty day or during a non-drill weekend if it is coordinated well in advance.

(Mr. Fansler/1-256-231-9256)

g. Transportation Security Measures.

(1) AR 190-11, para 2-11a(1), requires that any government employee (civilian or military) operating a vehicle or providing security to a vehicle transporting category I, II, or classified AA&E will as a minimum have been the subject of a favorable NATIONAL AGENCY CHECK (NAC) OR ENTRANCE NATIONAL AGENCY CHECK (ENTAC), per 380-67, para 3-3613, with exceptions.

(2) With the recent discussions concerning security clearances, we should know that all military personnel do not possess a valid clearance. An individual's NAC/ENTNAC should be reflected in his/her personnel records. Ensure that when a check of personnel records is accomplished as part of the COMMAND ORIENTED SECURITY SCREENING (DA FORM 7281), there is evidence of a NAC/ENTNAC (DA873). If not, security managers should take necessary action to obtain clearance status. In the event AA&E is to be transported, or secured during transportation, by someone who has not had this screening, you must determine that he/she has a favorable NAC/ENTNAC.

(CPT Bacote/1-877-749-9063 ext 1736)

8. ATRRS HELPFUL HINTS.

Duplicate Work Is Bad

When you ask for substitution or cancellation of a reservation or wait in ATRRS, please do not send the request to more than one person.

We understand your desire to 'hedge your bet' in order to prevent a no-show, but the real result is a slow-down of the process.

Your MSC and/or the 81st RSC DCSOPS has adequate staff to complete your request.

And, please remember – if you **sent yourself a copy of the request**, you then have **written proof** that you tried in a timely manner.

ATRRS E-mail Tip

ATRRS e-mail, unlike internet e-mail, does not reproduce the original message when you reply.

The only way to include the original message in your response, is to forward the message back to the originator. For this reason, you should **never** REPLY (PF11) to an ATRRS e-mail message.

You should **always FORWARD** (PF10) an ATRRS e-mail message

**Your ATRRS Help Number:
1-877-749-9063, Ext 1864**

(Mr. Pratt/1-877-749-9063 ext 1864)

**DEPUTY CHIEF OF STAFF, LOGISTICS
LIEUTENANT COLONEL HUGH G. BARCLAY**



AFRC-CAL-LG

1. FOOD SERVICE ANNUAL REVIEW.

Department of the Army requires Annual Review Food Service Inspection. Therefore, the MSC's progress in fulfilling their responsibility of reporting to 81st Regional Support Command follows in a chart format. This chart shows the MSC progress toward meeting the 100% required.

MSC			% COMP
	ASSIGN	DONE	UNITS
3RD PERSCOM	59	5	8%
5TH MED GP	18	0	0%
81ST RSC	6	5	83%
81ST RSG	100	0	0%
171ST ASG	41	5	12%
174TH LSO	6	5	83%
213TH LSO	13	12	92%
332ND MED BDE	28	0	0%
375TH TRANS GP	42	15	36%
415TH CML BDE	25	11	44%
640TH ASG	50	8	16%
641ST ASG	37	0	0%
642ND ASG	34	6	18%
926TH ENG GP	45	0	0%
TOTAL	504	72	15.00%

The following units showing “0” has to be explained by only two ways. One that none of their units have been reviewed for record, or the MSC themselves have not reported to the 81st Regional Support Command as required.

As you can see that the record indicates a serious lack of emphasis on this DA requirement. We are heading into the third quarter, that means 85% (432 units) of the 81st RSC has to be done in less than 6 months. The chart in the February Bulletin and this chart shows little change and in some MSC – none at all. Strong emphasis is needed at the MSC level.

To update your worksheet go to the “V:\FY 02 FS SHARE\Annual Review\MSC’s Annual Review Report frm FY02.xls. Follow the instruction at the beginning of the workbook using “1” as the designated character for the review completion. This is to be notated in both the appropriate inspection block and the “AT” block. Then e-mail that an update has been done.

(SSG Anderson/1-877-749-9063, ext 1557)

2. **ARE YOU** eating enough fruits and vegetables? Is your diet following the guidelines of the Food Pyramid? If you're

not sure, take a few moments to read this information. Check out the Food Pyramid at <http://www.nal.usda.gov:8001/py/pmap.htm>
(CW4 Dan Ormsby, (877) 749-9063 ext 1535)

3. PRIME VENDOR IS HERE

The 81st RSC now has a Prime Vendor for raw subsistence. The vendor is Amerifood from Chattanooga, TN. Selected 81st RSC units started receiving subsistence delivered to their reserve centers for the 6-7 Apr 02 drill. Units **MUST** conduct a physical inventory of subsistence being delivered against the invoice.

Discrepancies/Shortages **MUST** be noted on the driver’s delivery copy of the invoice before the driver departs the reserve center. This will insure the 81st RSC receives proper credit from Amerifood. You will be hearing more as we work out the “bugs”.

(CW4 Dan Ormsby, (877) 749-9063 ext 1535)

4. FSMS UPDATE

Several 81st RSC units are on line and exchanging data with the 81st RSC Command Module. We are using two systems of requesting and reporting for April thru September 2002, the FSMS electronic system and the hard paper copy system. We plan to be using FSMS only on 1 Oct 02.

(CW4 Dan Ormsby, (877) 749-9063 ext 1535)

5. The 81st RSC Transportation and Service section has completed the reviews of all MSC Drivers Rodeo and Connelly Competitions. We are now heavily planning for the 81st RSC level competition scheduled for 19-22 June 2002 in Gulfport MS. Those individual MSC winners should make their reservation as soon as possible at the Holiday Inn Gulfport Beachfront, 1600 East Beach, by calling 1-800-441-0887 and ask for the 81st RSC room rate (\$70.00). Additionally, this area is a great spot to bring the family and friends.

(MAJ Tom Zadick (877) 749-9063, ex1547)

6. 81st RSC units to receive the new Transportation Coordinator Automated Information Management System II (TC-AIMS II). This system will replace the current system TC-ACCIS. USARC

fielding plan, in conjunction with Ft Eustis will take place at designated Power Projection Platforms for the early deployers. Identified units and the pre-cite survey requirements will be provided to you when received at this office

(SFC Mike Grange (877) 749-9063, ext-1546)

7. The following position vacancy are available within the 81st RSC DCSLOG Transportation and Service Section:

Food Service NCO E7, 92G 2 Ea

Service Officer 03, 90A 1 Ea

Movement NCO E7, 88N 2 Ea

Interest soldiers please contact Mr. Fitzpatrick at 1-877-749-9063, ext 1521.

8. **ARMY OIL ANALYSIS PROGRAM (AOAP).** Status of AOAP in this command for the period ending 31 MAR 02 is as follows:

MSC% NO USAGEDELO

3 RD PERSCOM	3.4	11.2
5 TH MD GP	3.9	16.1
171 ST ASG	5.9	9.2
332 ND MD BDE	0.4	3.
375 TH TC GP	2.2	5.1
415 TH CM BDE	1.1	0.4
640 TH ASG	4.4	4.4
641 ST ASG	1.5	2.2
926 TH EN GP	1.4	4.2
314 TH PA DET	6.2	17.2
733 RD MP BN	0	11.5
1186 TH USATT	13.5	18.3
1189 TH USATT	4.5	5.2
TOTAL	3.1	6.4

a. USARC goal for delinquency rate is 5% or less. The RSC rate for this month is 6.4%

b. USARC goal for non-submission of usage data is 2% or less. The RSC for this month is 3.1%

(MSG Pulsifer/1-877-749-9063 ext 1533)

9. **TEST, MEASURING, AND DIAGNOSTIC EQUIPMENT (TMDE) CALIBRATION.** The AMSA/ECSs are designated as coordinators for calibration program. Status of the calibration program in this command as of 31 MAR 02 as follows:

MSC

DELIO RATE

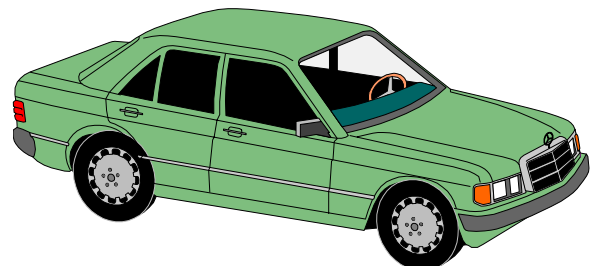
3 RD PERSCOM	10.5
5 TH MD GP	13.
171 ST ASG	3.9
332 ND MD BDE	1.5
375 TH TC GP	5.2
415 TH CM BDE	3.1
640 TH ASG	1.4
641 ST ASG	1.9
926 TH EN GP	3.4
314 TH PAD	0
733 ^D MP BN	4.5
345 TH MI BN	20
1186 TH USATT	0
1189 TH USATT	11.5
TOTAL	3.2

USARC goal for delinquency rate is 3% or less. The RSC rate for this month is 3.2

(MSG Pulsifer/1-877-749-9063 ext 1533)

10. **NON-TACTICAL VEHICLE (NTV) CREDIT CARD ABUSE.** Numerous units in the 81st RSC are abusing vehicle credit card privileges. The most frequent abuse to date is the purchase of "**Premium**" fuels for GSA vehicles. The GSA policy is "**Unleaded**" Regular fuel for use in all their vehicles. Anytime a purchase for fuel other than Unleaded Regular is made, the 81st RSC has to pay the entire purchase price. This is considered **misuse** and facility vehicles will be turned in or relocated to new managers if it continues to be a problem.

(Mr. Gene Brown, (404) 469-7986)



11. **(NTV) WIRELESS PHONE USAGE.** This command discourages the use of hand-held wireless phones while operating motor vehicles owned or leased by the Federal government. Safe driving techniques are

essential in operating these type vehicles. Always buckle up, keep your hands on the steering wheel and your eyes on the road. Many safety messages have emerged in response to this particular issue. Among them are severe burns associated with cell phones igniting gasoline fumes during the refueling of vehicles. **Do Not** have phones turned on at fueling stations, as a spark of electricity is possible from cell phones when you get an in-coming call. If cell phones are a necessity for operations, you must use all methods available to avoid usage problems. Further guidance may be obtained by contacting this NTV Coordinator.

(Mr. Gene Brown, (404) 469-7986)

12. REPLACEMENT VEHICLE FIELDINGS. Many units are getting replacements for high mileage vehicles in the 81st RSC (AOR). If you are one of these units, ensure receipt and termination documents are sent to this NTV Coordinator immediately. If you do not receive any documents, you must provide the new tag number ASAP. Ensure supply actions are initiated to account for vehicles assigned to each USARC. Documents can be forwarded via FAX to the NTV Manager at (404) 469-7984.

13. NTV SCHEDULED MAINTENANCE. Oil changes for GSA Vehicles should be scheduled every 7500 miles with/without receipt of an authorization document. Units should not defer services until they receive an authorization. Services must be done on time and recorded on service notices when received. Vehicles should be checked on a frequent basis during daily PMCS and add oil as necessary. Tire rotations should take place every other time the oil is changed. In any case, the charges to service a vehicle are to remain at a reasonable level. You do not need prior approval to do a oil change or tire rotation.

(Mr. Gene Brown, (404) 469-7986)

14. "OFFICIAL USE ONLY" VEHICLES. NTV's are For Official Use Only (FOUO), and are primarily for Administrative use for 81st RSC supported

units. These vehicles are intended to support the facility and any tenant units for administrative purposes. They are not to be used to transport soldiers on Permissive TDY to AR-PERSCOM or FTSMD to update records. Special Missions that require high mileage use and long periods of time must be approved before execution.

(Mr. Gene Brown, (404) 469-7986)

15. RT-NCO VEHICLES AT USARC's. Facilities that have RT-NCO's assigned to their centers should pick up their vehicle on the center property book. They should then handreceipt the vehicle back to the RT-NCO to ensure property accountability. (See 81st RSC Regulation 710-2 for guidance) Facility Managers should be able to dispatch these vehicles when RT-NCO's are on leave or away from the center for extended periods and not using the vehicle. This provision is provided the vehicle is properly maintained and kept clean and presentable for transport of prospective clients. Additionally, the transfer of responsibility should be IAW the regulation to ensure proper accountability. At this time, 751 Program cars are not included in this provision. Any questions regarding this issue can be addressed to this NTV Coordinator.

(Mr. Gene Brown, (404) 469-7986)

**DEPUTY CHIEF OF STAFF, COMPTROLLER
COLONEL ARTHUR D. EVANS**



AFRC-CAL-CO

**1. CONTINGENCY TRAVEL CLAIMS:
(REPEAT 1)**

Due to the continuing support for the war against terrorism, the DFAS-IN/Travel Pay Services Contingency Travel is experiencing high volumes of calls to their customer service department. In an effort to better serve their customers, travelers are requested to use the following guidelines when submitting travel claim(s). These guidelines will assist the traveler in obtaining information on their claims as well as aid

Contingency Travel in providing support for mobilized Army Reserve and National Guard soldiers.

Customers should use the Contingency Operations Travel Guide distributed to customers to assist in properly completing their advance/accrual travel claims. Personnel may obtain a copy of the guide by calling (888) 332-7366. Personnel can also inquire about submissions and status at the same number. Personnel may check the DFAS web site in determining the status and disbursement of their claim. Claims normally post within 7 to 10 business days after receipt in DFAS. The address is:

<https://portal.ssg.gunter.af.mil/tpq2/>

Customers who submit claims with missing or illegible documents or receipts may be contacted either directly or via the point of contact indicated in Block 8 of the individual's DD Form 1351-2, Travel Voucher.

Effective 2 January 2002, all DD Form 1352-2's received at DFAS without a reviewers signature in Block 20c will be returned for the appropriate signature.

(SFC Bunch/1-877-749-9063 ext 1817)

2. TRAVEL VOUCHER WEB SITE.

(REPEAT 1) The Directorate of Network Operations (DNO) has a Web site that will allow personnel to check the status of their travel vouchers. The Web site can be used by anyone anticipating a travel settlement payment. The Web site is updated daily and holds payments for a 30-day period. The site is:

<https://portal.ssg.gunter.af.mil/tpq2/>

This is a DNO site and is not part of the USARC or 81st RSC information management system.

(MSG Walker/1-877-749-9063 ext 1843)

3. GOVERNMENT TRAVEL CARD

PROGRAM. (REPEAT 1) The use of the Bank of America (BoA) Individual Government Travel Card is to cover expenses incurred during official travel as

authorized and validated by travel orders. It is not a personal credit card. There is a high correlation between Card misuse and subsequent delinquency. Agency Program Coordinators (APCs) and Commanders should ensure that all assigned cardholders receive training and understand their responsibilities in accordance with USARC Regulation 37-2 and the DODFMR. APCs should have a statement of understanding on file for all cardholders in their hierarchy.

a. Outprocessing of Personnel.

Procedures will be implemented to ensure all personnel understand the proper use and intent of the travel card. Personnel will be counseled on the consequences of misuse and/or abuse of the travel card.

b. Notification to Cardholders When Commanders are Notified of Delinquencies. APCs may notify applicable cardholders whenever their Commanders receive notification of a delinquent account.

c. Pay by Telephone Charges. BoA offers a pay by telephone service. Personnel will be charged a \$10.00 fee for this service.

(CPT Turner/1-877-749-9063 ext 1851)

4. REGIONAL PAY WORKSHOP.

(REPEAT). There will be a Regional Pay Workshop during the period 29 April – 3 May 2002 at the Sheraton Nashville Downtown Hotel, Nashville, Tennessee. Personnel should contact (800) 447-9825 or (800) 325-3535 to make reservations. The workshop purpose is to provide training or refresher training to pay administrators. There will be special emphasis on mobilization, Inactive Duty Training Participation and Potential Non-Participants. Updates to policy changes are also provided. The training is required for unit level full-time personnel responsible for USAR pay.

This will be a revamped Workshop. Commanders and other personnel associated with military pay and finance related issues with mobilization are strongly encouraged to attend.

(CPT Turner/1-877-749-9063 ext 1851)

DEPUTY CHIEF OF STAFF, INFORMATION
MANAGEMENT
COLONEL THOMAS M. PERRIN



1. CONFERENCE CALLS. (REPEAT)

Due to the increased need for conference call capability, DCSIM has added additional telephone conference call numbers at the RSC Headquarters. The additional new extensions are **5596** and **5597**. These new conference call numbers will ONLY be used by 81st RSC subordinate units in the field to eliminate scheduling conflicts with RSC Headquarters calls.

The RSC Headquarters will ONLY use the existing conference extensions of 5598 and 5599. Currently the numbers are linked together to provide a larger capacity for the MSC Commander's Conference and other large calls. This means that only one conference bridge is available. We cannot have individual conferences scheduled on extension 5598 and 5599 individually while the numbers are linked. However, Staff Sections should be able to coordinate using only the one number available.

Units in the field that have conferences scheduled for 5598 and 5599 should immediately check the calendar in Outlook under Public Folders/All Public Folders/81stRSC/Official Bulletin Board/Conference Call Schedule and update the schedule to reflect the new 5596 or 5597 extensions.

Important: All calls must be scheduled on the calendar (found at the above location). The extension number being used **MUST** be shown. Any scheduled conference calls not showing the extension or time are subject to cancellation. Any conference call not on the correct number may be preempted or terminated.

The 81st RSC conference call capability will handle up to 15 parties on each

bridge. FTS2001 conference calling is available through MCI if the 81st lines are busy or more parties are required.

(MAJ Neiberger/1-877-749-9063 ext 1617)

2. TELEPHONE SERVICE

PROBLEMS. (REPEAT 2) There continues to be telephone service issues throughout the RSC. These problems affect the other RSCs also. The USARC CIO staff is working with the government contracted long-distance carrier and local phone companies to correct any service issues. Users with phones that have no long distance capability or dialing problems should notify the 81st RSC Telecom Branch directly. Units that receive MCI, AT&T or Local Phone Company bills should forward them to the 81st Telecom Branch as soon as possible.

(MAJ Neiberger/1-877-749-9063 ext. 1617)

3. A/V EQUIPMENT AVAILABLE:

(REPEAT 2) The DCSIM has several extra overhead projectors available for lateral transfer to the field. If your unit needs an overhead please notify DCSIM. This is on a first come, first serve basis.

(CW3 Summersett/1-877-749-9063 ext 1629)

4. COMSEC SUPPORT. (REPEAT 2)

Units are not authorized to store spare COMSEC keys. A Unit with a key on hand that is not in use must either a) key an existing device or b) turn the key in. The RSC Custodian listed below will be contacting any unit with an extra key with disposition instructions for the key. Any key requirements, questions on keying a STU-III phone, or problems with equipment on hand should be reported to CW3 Summersett at x1629 or 205-914-9748 (cell) so he can assist.

(MAJ Neiberger/1-877-749-9063 ext 1617)

5. DIGITAL SENDERS. (REPEAT 2)

DCSIM is currently fielding new digital senders to MSCs, Battalions, and Hospitals on a one-per-center basis. The supply is almost exhausted, so it may be some time before all centers are equipped. These devices are to be used to send official mail both up the chain and down. The Facility

Manager will install the sender at a location convenient to the users in the building. It requires a LAN drop for operation and will be used to cut the cost of postage, at dramatic savings in transmission time. Instructions for setup and operation of your digital sender will be in the box with the new piece of equipment.

DCSIM has asked that all units provide three names, including the Facility Manager, of personnel who will have access to the Center Mailboxes that are being established. Electronic Mailboxes are being established as the names come in – if your center has not responded, please do so immediately.

Please feedback any issues you have with this method of communications to Ms. Jill Hurley, or e-mail at: Jill.Hurley@se.usar.army.mil

(Mr. Schukoske/1-877-749-9063 x-1614)

6. COPIER POINT OF CONTACT (POC).

Address your copier questions or problems to Ms Greenwood at 1-877-749-9063, ext 1761 or Email Janice.Greenwood@se.usar.army.mil

COPIER DISPOSITION INSTRUCTIONS:

a. Facilities that still have copiers that are non-functioning and require disposition instructions will comply with the following:

(1) **Canon Copiers Only** - Contact CW4 Roberta Cummings, ODCSLOG, at 1-877-749-9063, ext 1537.

(2) **For All Other Model Copiers** - Email Janice.Greenwood@se.usar.army.mil the make, model and serial number of the copier. Disposition instructions will be emailed back to you.

b. Pitney Bowes copiers are currently the only copiers we support. These copiers are rented, are under maintenance and include all supplies, except paper. **Do not** request disposition instructions for Pitney Bowes copiers, instead, call for service if repair is needed.

(Ms Janice Greenwood, 1-877-749-9063, ext 1651)

7. OFFICIAL MAIL BUDGET CUTS.

(REPEAT 2) Official Mail Managers (OMMs) will immediately begin making every effort to reduce mailing/shipping costs. Due to a recent USARC budget cut our mailing dollars have been drastically reduced. With the help of all facility managers and OMMs in strictly complying with 81st RSC Memo, Mailing and Shipping Procedures, dtd 4 Mar 02, we can avoid any implementation of cuts in postal dollars to you.

(Ms. Jill Hurley/1-877-749-9063 ext 1621)

8. NEW BRANCH CHIEF (REPEAT).

The new Chief of Document Management Branch is Ms Janice Greenwood. The Document Management Branch, DMD, provides assistance in correspondence, MARKS, forms, records, publications, Privacy Act, and Freedom of Information. She may be reached at 1-877-749-9063, ext. 1651.

(Ms Jill Hurley/1-877-749-9063 ext 1621)

9. RESERVE INFORMATION MANAGEMENT SYSTEM (RIMS)

(REPEAT). RIMS is an electronic document or information warehouse and is the foundation for development of an Army Reserve knowledge management system. Think of it as an electronic filing cabinet (for storage) but more efficient because users can view, print, or email a copy of any document right from their workstations.

All documents will be fully accessible to anyone with rights to RIMS unless there is a compelling reason for restricting access to the documents (e.g. FOIA files, legal files, or sensitive documents containing personal information about individuals.)

Commanders and staff personnel will have access to after-action reports and lessons learned documents to avoid having to 'reinvent the wheel'. They will also have the benefit of seeing resolution to past situations.

RIMS will be used to store all Army Reserve 'official records' created or received in electronic format. Paper documents may be scanned and stored in

RIMS in electronic format. Audio and video records may also be stored in RIMS. RIMS can manage documents that are to remain in hard copy. Information about these hard copy documents would be stored in RIMS and the location of the documents would be identified when searches are performed for the types of information in the documents.

RIMS will not be used to store classified records, personnel records, or medical records.

The RIMS electronic library is organized into a file folder concept. This familiar concept allows users to quickly learn to use RIMS. On-line help is available.

Deployment of RIMS terminals is dependent upon additional licensing with funding being the greatest obstacle to full implementation.

10. ELECTRONIC DOCUMENTS (REPEAT). With more electronic capability (email and scanned documents) and less printing and postal funding, the 81st RSC is transitioning to a paperless organization. Until the Reserve Information Management System (RIMS) is fully implemented, we must continue to file hard copies of all electronic documents, which would have been filed under MARKS if in paper format.
(Ms Greenwood, 1-877-749-9063, ext. 1651)

11. NEW DESKTOP COMPUTERS. We are beginning to receive a large number of Dell desktop computers originally ordered for units in FY 01. These computers are being "imaged" at the factory, meaning that they should be ready to use when they arrive at your unit. All that should be required is to attach them to a LAN drop and initially sign in with a valid User Name and Password. Any difficulties with these computers should first be reported to Ms. Leah Pulsifer, coordinator of Dell purchases for DCSIM, at 1-877-749-9063, x-1616, or e-mail: Leah.Pulsifer@se.usar.army.mil. You will be referred to the Help Desk if setup is not

working properly, after Ms. Pulsifer gets the receiving report on the computer(s).
(Ms Leah Pulsifer, 1-877-749-9063, ext 1616)

**DEPUTY CHIEF OF STAFF, FORCE DEVELOPMENT
COL STEVEN A. ADAMS**



AFRC-CAL-FD

1. FIELDING/NET, LIGHT VEHICLE OBSCURATION SMOKE SYSTEM (LVOSS), OCALA, FL (15-19 MAY 02). A Memorandum of Instruction, for LVOSS Fielding and New Equipment Training will be distributed to the Major Subordinate Command and the 351 MP CO. LVOSS NET is scheduled at the Ocala USARC, Ocala, FL.
(MSG Claudio/1-877-749-9063, ext. 1806)

2. DCSFOR PRODUCTS. The DCSFOR office has published the latest and greatest 81 RSC Trooplist, 81 RSC Regulation 10-6 - Attachments of Units and 81s RSC Regulation 10-7 - Facility Derivative Unit Identification Codes (FDUICs). These products are located on the 81 Common drive (X) at X:\DCSFOR\81 RSC DCSFOR PRODUCTS. Please contact Major Kelly Thies via e-mail with any discrepancies.
(MAJ Thies/1-877-749-9063, ext. 1804)

**DEPUTY CHIEF OF STAFF, ENGINEERS
COLONEL REID J. MATHERNE**



AFRC-CAL-EN

1. DCSENG VACANCIES:

TITLE	GR	MOS	# Vacant
Eng Staff Off	03	21D	001
Admin Spec	E5	71L2O	1

(Mr. O'Steen, 1-877-749-9063, ext. 1570)

2. PREPARATION FOR ENVIRONMENTAL INSPECTIONS. From time to time your facility will be inspected to ensure Army Reserve Centers are in compliance with all federal, state and local environmental laws. Federal, state or

local environmental regulators, the 416th Engineer Command Teams and 81st RSC Environmental Managers, will conduct these inspections. Some of these inspections will be announced inspections providing you time to get the facility in order. However, the most crucial inspections (those by the federal, state, or local regulators) will most likely be unannounced inspections. Therefore, you should take measures to keep your facility clean and in order at all times.

Use the 81st RSC Environmental Inspection Checklist to conduct Self Audits to make sure that your facility is prepared for any inspection. You can obtain copies of the 81st RSC Environmental Inspection Checklist from the 81st RSC Environmental Regulation, your Area Environmental Manager or print it from the 81st RSC Environmental Website at www.se.usar.army.mil, DCSSENGR then click on the Environmental Icon.

Below is a list of common negative findings at Army Reserve Centers that will help you identify areas where your facility may be out of compliance.

- Failure to properly label containers used for collection of waste materials.
- Failure to have spill procedures and emergency POCs posted in work areas.
- Failure to maintain copies of Material Safety Data Sheets (MSDS) for each Hazardous Material storage area.
- Incompatible materials stored together.
- Failure to maintain a proper environmental records binder.
 - Storing excess hazardous materials or storing hazardous materials with an expired shelf life.
- Failure to inspect vehicles for leaks and place drip pans under leaks.
- Failure to determine if a waste is a regulated, universal, or hazardous waste prior to disposing of the waste.
- Failure to keep waste container's closed.
- Storing Hazardous Materials outside with no secondary containment or cover from the weather.

- Storing both full and/or empty fuel cans outside with no secondary containment and/or not covered from the weather.
- Failure to maintain a hazardous materials inventory.
- Improperly storing vehicles or equipment on Vehicle Washracks.
- Improperly labeled universal waste.
- Failure to attend required Annual Environmental Training or failure to maintain adequate training records on file.

For more information, questions or comments about these negative findings or inspection preparation assistance, please contact your Area Environmental Manager.

(Bernie Tucker/1-877-749-9063, ext 1568)

3. ENERGY CONSERVATION.

Because of the increasing cost of utilities, it is incumbent upon all of us to conserve electricity and gas to reduce the cost of these utilities. In order to conserve utilities, the following conservation actions are required:

- Thermostat settings:
- Heat - no more than 68°F
- Cool – no less than 74°F
- Unnecessary interior lights off during non-duty hours
- CPU, monitors, printers off after duty hours
- Secure lighting in unoccupied areas
- Lower water heater temperature to an acceptable level

(Mr. Huckabee/1-877-749-9063, ext-1598)

4. ALTERNATE FACILITY MANAGER/FACILITY COORDINATOR

During the year a Facility Managers go on leave, attends schools type training, or annual training. As a substitute in their absence an Alternate Facility Manager must be appointed. When the Facility Manager is away from the facility they should inform their respective FAST representative of their intended absence from the facility and provide the name and phone number of the Alternate Facility Manager. The Facility Manager should also provide the Alternate Facility Manager, telephone numbers for

their respective FAST representatives. Also, Facility Managers should complete all DD250's for payment of service contracts prior to departing or ensure the Alternate Facility Manager is aware of the requirement to take care of this paperwork. Accomplishing these tasks will allow the facility to efficiently function during your absence.

(Mr. Huckabee/1-877-749-9063, ext-1598)

5. HOME FIRE ESCAPE TEST

Would you know what to do if fire broke out in your home? Think about that now, before fire strikes, so you'll be prepared. The NFPA recommends that every household develop a fire escape plan and practice it at least twice a year. To see how much you know about escaping from fire, take this quiz:

1. A fire escape plan should include knowing two ways out of
A. the neighborhood
B. the kitchen
C. the basement
D. all of the above
2. Who should participate in developing and practicing the plan?
A. parents only
B. children only
C. entire family
D. none of the above
3. When fire breaks out, I should immediately
A. call an ambulance
B. call the fire department and then escape
C. turn off the electricity
D. escape and call the fire department from a neighbor's telephone
4. It's OK to use an elevator to escape from a fire in a multi-story building.
A. True B. False.
5. If someone is trapped inside a burning building, it is best to
A. send the strongest person back in to find them

B. inform fire fighters where you think the person is

C. go back inside yourself

D. assume they'll get out on their own

6. Which of the following time segments accounts for the largest number of home fire deaths?

A. midnight to 4 a.m.

B. 6 a.m. to 10 a.m.

C. noon to 6 p.m.

D. 6 p.m. to midnight

7. If you have to escape through an area with smoke in it, the best thing to do is

A. stop, drop and roll

B. wait to be rescued

C. retreat into a closet

D. crawl low, under the smoke

8. If the smoke detector awakens you at night and you think there's a fire outside your bedroom, you should pull open the door and race out.

A. True

B. False

9. In a fire, it's wise to take time to get dressed and gather valuables before escaping.

A. True

B. False

10. If your clothing ever catches on fire, you should

A. run to the bathtub or shower

B. sit still and yell for help

C. stop, drop, and roll

D. put baking soda on it

11. If trapped on the third floor of a house, it is best to

A. jump

B. break the window

C. wait to be rescued

D. throw pieces of furniture out to get attention

12. You should know two ways out from every room

A. at home

- B. at work
- C. at friends' home
- D. all of the above

1. D. All the answers are right! Every escape plan should include knowing two ways out of every room in case your primary exit is blocked by smoke or fire. When developing your escape plan, be sure to check all exits to see that you can actually get out. Burglar bars without quick-release devices, windows painted or bolted shut, furniture blocking doors, etc., are all dangerous fire hazards that should be corrected immediately. For homes built in the woodland / urban interface, it is also important to know two escape routes from your home, in case one road is blocked by traffic or fire.

2. C. Everyone in the household should participate in developing the home fire escape plan, including little ones. Here's how: Draw a floor plan of your home and show two ways out of every room and a meeting place outside. Then walk through your home and make sure all the doors and windows are clear and open easily. Practice your escape plan, trying all possible exits, at least twice a year. If there are very old, very young, or physically impaired people in your family, try to locate their sleeping rooms on the lowest level and plan to have a family member assist them with their escape.

3. D. If fire breaks out, leave the building immediately and be sure everyone else inside does the same. Once safely outside, call the fire department from a neighbor's home or use a call box, and stay out.

4. B. False. Never use an elevator during a fire. Elevators could be trapped in between floors or even take you to the floor where the fire is and stall. Use stairways for fire escape.

5. B. Never go back inside a burning building. If you think someone is trapped inside, immediately inform the fire department or tell fire fighters on the scene where you think the person can be found. Fire fighters are trained and equipped to safely perform rescues. It is very dangerous

to go inside a burning building if you are unprotected by the proper clothing and breathing apparatus or if you are untrained in fire rescues.

6. A. Roughly three out of every ten home fire deaths occur in the hours of midnight to 4 a.m., when most people are asleep- This time is one of the lowest-frequency periods for home fires, but because fires can develop undetected, an early morning fire is especially likely to be fatal. This underscores the importance of installing smoke detectors on every level of your home, including the basement. They can give you advance warning of a fire and provide extra time to escape-

7. D. In a fire, smoke is heated and rises. It fills the room from the ceiling down. If you encounter smoke or flames on your way out, turn around and use your alternate exit. If you must escape through smoke, crouch or crawl under the smoke, keeping your head about 12-24 inches (30-60 cm) off the floor. This is the safety zone, where the air will be cooler and cleaner.

8. B. This is false. Before you open the door, Kneel or crouch and put the back of your hand up high against the door, the knob, and the crack between the door and the doorframe. If the door feels hot, it means there is fire on the other side and you should use your alternate exit. If the door feels cool, slowly open it with your shoulder braced in case you have to slam it shut. If all is clear, escape carefully, closing doors behind you as you go.

9. B. False! There is not ' time to do anything but get out of the burning building and yell for others to do the same. Real fires are nothing like what we see on television and in the movies. In a real fire it is hot, dark, smoky and noisy. You may only have a very few moments to escape safely, so know before you have a fire two ways out of every room and be sure windows and doors open easily and are clear at all times.

10. C. Stop, drop, and roll is the phrase to remember if your clothing should catch on fire. Running will only fan the flames and increase your chance of greater injury. Here's what to do: Stop fight where you are,

drop to the ground and cover your face with your hands if you can, and roll over and over to extinguish the flames. If someone else's clothing catches on fire and you are unable to convince them to stop, drop, and roll, try to knock them to the ground, then smother the flames with a rug, heavy coat or other large covering that can be used to extinguish the flames.

11. C. Generally, it is not a good idea to break the window, as failing glass can harm people outside and damage fire hoses. It is dangerous to jump from a window higher than the second story. Ideally, you should have a safe escape means from rooms on the second or third stories, such as laboratory approved fire escape ladders. If you are trapped and it is dangerous to jump, close the door and cover the cracks to keep smoke out. Call the fire department and tell them your location, or signal at the window with a light-colored cloth. If the window opens, crack it at the top and bottom to let fresh air in and smoke out. Be prepared to shut the window quickly if smoke is drawn in. Try to stay calm and breath normally while you await rescue.

12. D. You should know two ways out of every room wherever you are. Always be aware of your surroundings and know how you would get out in an emergency. Look for exit signs when you are in restaurants, cinemas, malls, etc., and make a mental note how you would escape. Be sure exit doors are not blocked or padlocked, and if they are, get out and report it to the local Fire department. When staying with friends, ask them what their escape plan is and familiarize yourself with exits. At work, participate in fire drills and count the number of desks or doors between your work area and the two nearest exits. If you have to escape in darkness or smoke, you can count your way to safety.

For more information contact Major John Snider at 81st RSC DCSNGR. This article reprinted with permission from the USARC Fire Engineer, Mr. Owens at (404)/629-8269.

(Mr. Hearron, (205) 795-1582)

**STAFF JUDGE ADVOCATE
COLONEL BERNARD A. PFEIFFER**



AFRC-CAL-JA

**1. CREDIT BUREAU CONTACT
INFORMATION. (REPEAT 2)**

a. Equifax.

- (1) www.equifax.com.
- (2) To order your report, call: 1-800-685-1111.
- (3) To report fraud, call: 1-800-525-6285.

b. Experian (formerly TRW).

- (1) www.experian.com.
- (2) To order your report, call: 1-888-EXPERIAN (397-3742).
- (3) To report fraud, call: 1-888-EXPERIAN (397-3742).

c. Trans Union.

- (1) www.tuc.com.
- (2) To order your report, call: 800-916-8800.
- (3) To report fraud, call: 1-800-680-7289.

(1LT Brown/1-877-749-9063 ext. 1509)

**SURGEON
COLONEL LEROY R. WINFIELD**



AFRC-CAL-MD

**1. PRACTITIONER CREDENTIAL
FILE, (PCF)**

The credentialing process: identifies who needs to be credentialed and privileged, the Practitioner Credential File, (PCF).

Credentialing: The process of reviewing the credentials and current competence of health care practitioners applying to practice in an institution. Privileging: Permission to practice in an institution within the framework of defined clinical practice

Who need the Practitioner Credential File, (PCF)
Physicians
Dentists

Physicians Assts
Nurse Practitioners
Nurse Anesthetist
Podiatrists
Optometrists
Social Workers
Psychologists
Nurse Midwives
Dieticians
Physical Therapists
Occupational Therapists
Clinical Pharmacists
Speech Pathologists
Audiologist

A complete Credentialing file consist of the following:

All state licenses
Qualifying educational degree
Medical/Dental degree
Postgraduate degree
Residency & Fellowship completion
Specialty Board Certification
National Practitioner Data Bank Queries
Peer References
Previous Delineation of Privileges
(LTC Abe Hobson) 1-877-749-9063, ext 1962)

**INSPECTOR GENERAL
COLONEL SHARON S. WEESE**



AFRC-CAL-IG

1. E-MAIL ADDRESSES ON THE NCO-ER. MILPER Message 02-114, dated 4 March 2002, outlines new procedures for processing NCO-ERs. It requires annotation of the e-mail addresses of the rated NCO and the rating officials on all NCO-ERs. The area of concern that generated this change in processing procedure is the large number of NCO-ERs that are received for processing that have reporting periods that are inconsistent with the last report on file, indicating a report period gap. The primary purpose for this change is to make it easier to contact the rated NCO and rating officials when there is a problem with the NCO-ER. Under newly implemented procedures, NCO-ERs with gaps will no longer be

rejected and returned to the PSB/unit. Instead, they will be processed and filed on the OMPF but an e-mail notification will be sent to the NCO and the rating officials notifying them of the discrepancy and allowing 30 days for resolution. If it is still unresolved, then a subsequent e-mail will be sent to the installation CSM and another 30 days allowed for resolution. If unresolved at the end of the second 30-day period, the gap period will be declared non-rated time on the NCO's OMPF.

All NCO-ERs with an end date of March 2002 and later must include the e-mail address. The rated NCO's e-mail address will be placed four spaces after his/her name on the top back side of the report on page two. The Army Knowledge Online e-mail address up to the @ sign is the only portion to be entered on the report. The e-mail addresses for the rating officials will be annotated on the last line of Part IIId, Areas of Special Interest. Only one space is necessary between addresses and the following abbreviations and punctuation should be used: rater:, S/R: for senior rater, and Rev: for reviewer. The first preference is the AKO e-mail address. However, when that is not available, a unit/official e-mail address may be used or a personal Internet e-mail address. For further information, go to www.perscom.army.mil; scroll down to and click on MILPER Message Index. Once there, look for message number 02-114.

2. UPCOMING CHANGES TO ARMY REGULATION 670-1.

a. CELL PHONES AND PAGERS.

Under the upcoming regulation, only one device will be authorized for wear on the uniform in the performance of official duties. The device may be either a cell phone or pager, not both. The device must be black in color and may not exceed 4X2X1 inches. Devices that do not comply with these criteria may not be worn on the uniform and must be carried in the hand, in a bag or in some other carrying container.

b. HAIR AND NAILS.

(1) HAIR. Dreadlocks are prohibited for all soldiers. Prohibited hair

dye colors include purple, blue, pink, green, orange, bright fire-engine red, and neon colors. Applied colors must look natural on the individual soldier. Women are authorized to wear braids and cornrows. Baldness is authorized for males, either natural or shaved.

(2) NAILS. Males are not authorized to wear nail polish and they must keep nails trimmed to the tip of the finger. Females must keep nails trimmed no longer than 1/4 inch as measured from the fingertip. Two-tone or multi-tone manicures and nail designs are prohibited. Prohibited nail polish colors include bright fire-engine red, khaki or camouflage, purple, gold, blue, black, white, and neon colors.

3. IG POINTS OF CONTACT.

- a. Assistance & Investigation Division.
LTC Blue, (205) 795-1941
E-mail: Ronnie.Blue@se.usar.army.mil
- b. Inspections Division.
LTC Brown, (205) 795-1932
E-mail: Paul.Brown@se.usar.army.mil

**RETENTION TRANSITION OFFICE
MAJOR WESTLEY POLENDER**



AFRC-CAL-RO

1. 79V'S AND MOBILIZATION. 79V Center Retention and Transition NCOs (CRTNCO) supporting commanders' retention efforts in their reserve centers stand ready to assist in mobilization readiness.

During the planning stage of mobilization (day to day operations), the CRTNCO will work with unit full-time personnel to review UMR's, personnel reports, and 201 files to ensure there are no assigned soldiers past their ETS date. They are prepared to oversee commanders' soldier accountability programs to ensure first line leaders contact unit members before each drill and after each absence.

Upon alert notification, unit commanders may call upon their supporting CRTNCO to

attempt to recruit IRR soldiers to fill specific vacancies. Certain critical specialties may bring an RSC-wide effort. CRTNCO's will identify all assigned soldiers due to ETS prior to the completion of the mobilization period, and will seek reenlistment (with incentives) from soldiers outside the reenlistment window but within the mobilization order's duration.

Following arrival at the mobilization station, commanders are encouraged to maintain contact with their supporting CRTNCO. We will continue to support our units where installation retention support is lacking.

(MAJ Polender/1-877-749-9063 ext. 1771)

2. IDT 79S/V RETENTION NCO POSITIONS AVAILABLE.

a. Listed below are units that have recently lost their IDT 79V Retention NCOs due to promotions, or becoming AGR Soldiers. Congratulations in either case.

b. Unit commanders should screen soldiers' records and encourage their NCOs to apply. Give consideration to soldiers who have an outgoing personality, possess good counseling skills, and have the ability to effectively conduct training with both individuals and groups. Soldiers selected for retention duties that are not MOS 79V qualified will attend the basic course at Fort McCoy, Wisconsin. Soldiers must be in the grade of SGT or SSG.

<u>Facility</u>	<u>Location</u>
McArthur USARC	Ft. Bragg, NC
Fort Bragg USARC	Ft. Bragg, NC
Carroll St. USARC	Durham, NC
Myrtle Beach USARC	Myrtle Beach SC
Oxmoor Rd, Indus Pk	Birmingham, AL
Gordo USARC	Gordo, AL
Andrew L. Jackson USARC	Livingston, AL
Ashland USARC	Ashland, KY
Maysville USARC	Maysville, KY
Lexington AFRC	Lexington, KY
Richmond USARC	Richmond, KY
Greenville USARC	Greenville, KY
Johnson City AFRC	Johnson City, TN
Kingsport AFRC	Kingsport, TN
Donelson Pike USARC	Nashville, TN
William F. Lyell USARC	Nashville, TN
Ft. Benning USARC	Ft. Benning, GA
Ft. Gordon USARC	Ft. Gordon, GA
Jacksonville NASAFRC	Augusta, GA
Gainesville USARC	Gainesville, GA

Thomas H. Glenn USARC Rome, GA
Ft. McPherson USARC East Point, GA

c. Application packets will contain the following items:

- (1) Updated RLAS DA Form 2A.
- (2) Updated DA Form 2-1 from Form Flow.
- (3) DA Photo (if available).
- (4) Short biographical summary of military and civilian experience.
- (5) Last four NCOER'S.
- (6) GT score of 110 (GT can be waved to 100 if ST score is 100 or greater).
- (7) DA Form 4651-R signed by the commander or representative.
- (8) Latest DA Form 705 (APFT Score Card).
- (9) Latest DA Form 5500 or DA Form 5501 (Body Fat Content Worksheet) if required.

d. Mail all packets directly to the 81st RSC Retention Office, ATTN: AFRC-CAL-RO (MSG Wilcox), 255 West Oxmoor Road, Birmingham, AL 35209-6383.

(MSG Wilcox/1-877-749-9063 ext. 1773)

3. MAPPING YOUR COMPUTER TO THE "X: DRIVE."

Right click on the icon "My Computer", then left click "Map Network Drive." Change the drive letter to the letter "X", then scroll through the lower window until you find "81RSC-DATA1" and double left click. This create a drop down menu, single left click on the folder "81Common", then click the "OK" button. Leave the computer alone for the next 10-30 seconds until the 81Common folder opens up.

Double left click the icon "My Computer" again, you will see an icon that reads "81 Common on..." Right click on top of the icon, then left click on "Create Shortcut", the computer will prompt you that the shortcut can only be posted to the Desktop, left click on the "YES" button.

Your computer is now mapped and you have a link on your desktop to the 81st RSC "X: Drive."

(SFC Scott/1-877-749-9063 ext. 1775)

4. REENLISTMENT AND EXTENSIONS.

If you haven't received a memo with this subject you should be getting it. Reenlistments and extensions will no longer be mailed to the 81st RSC. Fax copies of the DD Form 4 (first page only) to this office at (205) 795-1795, Attn: SSG Johnson. Do not fax DA Form 4836 or any other documents such as DA Form 2a, DD Form 214 or DD 2384-1 (NOBE) to this office. You will mail the original DD Form 4's with all addendums and DA Form 4836's to ARPERSCOM to this address:

**COMMANDER, AR-PERSCOM
ATTN: ARPC-EPR-F
1 RESERVE WAY
ST LOUIS, MO 63132-5200**

If you need help preparing these contracts and extensions please contact your DARN or your Center AGR Retention/Transition NCO. The unit and soldiers "full address" must be typed in section A, item 3 and 4 of the DD Form 4 in order for the soldier to receive reenlistment incentives.

POC on the USARC 80-1-R item 24 should be a full time person with global email. Approved / disapproved Bonus Control Numbers (BNC#'s) are forwarded by email.

* Reference: Memorandum dated 20 Sep 01 with subject Reenlistment & Extensions

* Only fax the first page (4/1) of the contract, not (4/2), no extensions, and no addendums.

* In item 3 and 4 of the 4/1 please include a "**complete**" address for the unit and soldier.

Example: Unit/Soldiers Name
 Street Address
 City, State Zip code

The following errors are being found on contracts.

1). IMMEDIATE REENLISTMENT not being typed in the upper left corner of DD 4/1

2). PMOSC (9 digits, i.e. 75H2O0000) not being typed in the upper right corner of DD 4/1

3). IMMEDIATE REENLISTMENT TPU IAW 140-111, CHAPTER 6 not being typed in REMARKS on DD 4/1

4). BONUS CONTROL NUMBER is not being typed in the upper right corner of DA 3540, and DA 5261-2-R

5). DA 3540 section IX doesn't list addendums attached to contracts (i.e. DA 5261-2-R Reenlistment/Extension Bonus Addendum, DA 5261-4-R Student Loan Repayment Program Addendum). Please refer to your AR 140-111 if you're not sure how to type the contract

(SSG Johnson/1-877-749-9063 ext 1789)

5. CHANGE IN OFFICE STRUCTURE.

Changes to the Retention Transition Office (RTO) personnel structure. Toll free number to the 81st RSC is 1-877-749-9063 then dial the extension after the person's name. The new structure is as follows:

LTC Polender (x1771) – Command Retention Officer (CRO).

CPT C.DuSharm (x1734) – Deputy CRO and Office Manager (OM).

CW3 Olsen (1966) – Technical Warrant Officer (TWO) Recruiting team chief.

SGM Grimes (x1776) –RTO SGM

MSG Wilcox (x1773) – Senior Operations NCO, IDT hire POC and works for OM.

MSG Duncan (x1720) – AGR 79R Recruiter hire, AGR 79V RTNCO Hire, Contracting POC for RT conferences and works for OM.

SFC Richey (x1777) – Web Master for the Retention Home Page, TWO hires and works for CW3 Olsen.

SFC Scott (x1775) – Assistant Ops NCO, Alternate for publishing Orders under the Retention Fund code, IRR to TPU transfer report manager and works for MSG Wilcox.

SFC Mavity (x1770) – Request for Exception to Policy, Request to Antedate contracts, DARN training, UA/AGR training and works for MSG Wilcox.

SSG Madison (x1728) – Retention RPI account manager, Monthly bulletin editor, AGR and IDT back-up personnel file manager, Primary for publishing Orders

under the Retention Fund code and works for MSG Wilcox.

SSG Johnson (x1789) – Bonus Control Numbers, POC for Reenlistment Awareness Item mail-out and works for MSG Wilcox.

(SFC Scott/1-877-749-9063 ext. 1775)

6. SELECT RESERVE INCENTIVES PROGRAM (SRIP) LIST FOR 2nd Half, FY 02.

The new SRIP list has been posted to the “Retention” folder on the X: drive. Please make note that the new list only goes through 30 Sep 02. Please update all unit retention bulletin boards with this current information.

Please note that the “Retention” folder is no longer located in the “Shared” folder, you must back-up one folder and be looking in the “81 Common” folder.

(SFC Scott/1-877-749-9063 ext. 1775)

7. THE ARMY RESERVE WARRANT OFFICER PROGRAM.

The Command Retention Transition Office encourages soldiers who are interested in the challenges and rewards of becoming an Army Warrant Officer to submit an application. Many opportunities are currently available. The Army Reserve seeks qualified applicants in the following career fields:

Aviation, Information Technology, CID, Military Intelligence (MOS 96D, 97E, 98C, 98J), Personnel (MOS 75H), Army Bands, Legal, Medical (MOS 91A, 91R), Transportation (MOS 88K, 88L, 88N, 88Z, 52E w/ASI S2), Ammunition, Armament Repair (MOS 45B, 45G, 45K), Allied Trades (MOS 44B, 44E), Vehicle Maintenance (MOS 63 series), Missile Maintenance (MOS 27 series, 35B, 35M), Engineer Equipment Repair (MOS 52D, 52X, 62B, 63B), Property Accounting Tech (MOS 92Y), Supply Systems Tech (MOS 92A), Airdrop Systems Tech (MOS 92R), Food Service Tech (MOS 92G).

Soldiers can receive information or assistance in putting together a warrant officer application from their local Center

Retention Transition NCO. Soldiers may also contact the 81st RSC Warrant Officer POC's, CW3 Olsen at 877-749-9063, ext 1966 or SFC Richey, ext. 1777.
(SFC Richey/1-877-749-9063 ext. 1777)

CHAPLAIN
COLONEL TOMMY W. SMITH



AFRC-CAL-CH

1. WHAT CAN YOU DO?

It is Spring time outside and it is just beautiful outside. I drove back from TDY last week and saw the many varieties of trees in Alabama. It was interesting to see the same variety of tree and discover that some were in bloom while others were still full of buds.

I am sure that my botanist readers can tell us exactly why some trees are in bloom and why some are not but let me share what I think.

Some of the trees were in the same area but on different sides of the hill. I discovered that some of them got more sun and so they were able to grow at a more rapid rate. The ones that did not get much sun, whether it was because of others trees or on the wrong side of the hill, were still far behind the growth of the sunny trees.

I am sure that trees that were in an area where the soil was better also did much better. The soil in my front yard is compacted and so does not grow the deep roots. I need to rent an aerator in the next few weeks. The soil and the watering makes a big difference in growth potential.

Now, let's apply life's lessons to our lives. If we do not let the sun into our lives, we will find that there is no growth in our lives. You cannot follow God without letting that sun from the Holy Word, or the worship services come into your life.

So many people try to do it on their own and they fail miserably. You can look at their lives and there is absolutely no growth, there are no flowers, whatsoever.

The soil is extremely important as well. If you are living in an atmosphere of few values and not much is expected out of you, how much will you expect of yourself? I cannot believe that Michael Jordan would have reached his potential had he not had strong values and a good work ethic. He was not about to fail.

Sometimes I think that we are not the people that God has envisioned us to be because we do not expect that of ourselves. The soil of your life is extremely important and I think that we must believe that God is going to make a difference in our lives. Or we will discover that we have settled for too little.

(CH (LTC) Gerry Nelson/1- 877-749-9063, ext 1699)

2. COMMANDER'S MASTER RELIGIOUS PROGRAM (CMRP)

Commanders, has your chaplain briefed you and received your signature on your Commander's Master Religious Program? This is next year's intentional plan to provide religious support to your soldiers. It is your plan that your chaplain will carry out. Your chaplain may be requesting money for these projects. With your signature, you are agreeing to fund these out of your money. Your CMRP needs to be at the 81st RSC Staff Chaplain's office by 1 May 02 so that we can wrap all of them up and send ours to USARC by their suspense. If your chaplain has not briefed you, please ask him/her to do so immediately. Chaplain Nelson is available for any of your questions.

(CH (LTC) Gerry Nelson/1-877-749-9063, ext 1699)

3. FUTURE CHIEF OF CHAPLAINS.

Have you seen him/her yet? I know that she/he is out there. He/she may be the pastor in your church, the youth minister, even might be just a college or seminary student. If you have a minister under 40 years of age who has graduated from seminary, please give me their name and I will call them.

(CH (LTC) Nelson/1-877-749-9063, ext 1699)

SAFETY

MR. STEVEN C. NEWMAN



AFRC-CAL-SA

1. WATER SAFETY. Commanders are reminded to ensure that all personnel are provided a water safety briefing prior to the start of the swimming season. Emphasis should be placed on swimming skills and unintentional water immersions. Personnel should be reminded that the best thing to do to stay safe in and around water is to learn to swim. The American Red Cross has swimming course for people of any age and swimming ability. Contact your Local Red Cross for information on swimming courses.

(Mr. Steve Newman/(205) 795-1926)

2. PERFORMANCE STANDARDS FOR MANAGERS AND CIVILIANS.

AR 385-10, The Army Safety Program, requires that performance standards for military and civilian managers and supervisors include accident prevention and occupational health responsibilities as a rating element. Where applicable, evaluations should provide for measuring results in achieving a safe and healthful work environment; and in achievements in promoting safety and occupational health; and adhering to safety practices and procedures. These evaluations will help to support mission success through the prevention of accidents and occupational illnesses that impact the mission, destroy assets, and harm personnel.

(Mr. Newman/1-877-749-9063 ext. 1926)

3. ROLLOVER WARNING TO USERS OF 15-PASSENGER VANS

The National Highway Traffic Safety Administration (NHTSA) has reissued a cautionary warning to users of 15-passenger vans because of an increased rollover risk under certain conditions. A similar warning was issued in 2001.

NHTSA research has shown that 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than ten. In fact, 15-passenger vans (with 10 or more occupants) had a rollover rate in single vehicle crashes that is nearly three times the rate of those that were lightly loaded.

The NHTSA has recommended the following:

- Only trained and experienced drivers should operate 15-passenger vans.
- All occupants wear seat belts at all times. Eighty percent of those who died in 15-passenger van rollovers nationwide in the year 2000 were not buckled up. Wearing seat belts dramatically increases the chances of survival during a rollover crash. In fatal, single-vehicle rollovers involving 15-passenger vans over the past decade, 92 percent of belted occupants survived compared to 23 percent for unbelted occupants.

Additional information concerning this advisory is available on the web at

<http://www.nhtsa.dot.gov/hot/>

(Mr. Newman/1-877-749-9063 ext. 1926)

4. U.S. HIGHWAY FATALITIES

The U.S. Department of Transportation's National Highway Traffic Safety Administration (NHTSA) has released its preliminary analysis of highway traffic fatalities in 2001. "Traffic fatality and injury rates remained at historic lows in 2001. Deaths of children ages 15 and under dropped to the lowest level since record-keeping began".

"The total number of people killed in highway crashes in 2001 was estimated to be 41,730, compared to 41,821 in 2000. The number of people injured dropped from 3.2 million in 2000 to 3.0 million in 2001. In 2001, vehicle miles traveled increased slightly to 2.778 trillion in 2001, up from 2.75 trillion in 2000".

“The 2001 statistics also continue to show the increased risk of death and injury when drivers and passengers do not wear seat belts or have their children properly restrained in child safety seats: 60 percent of those killed in crashes last year were not belted”.

Summaries of the preliminary report are available on the NHTSA website at <http://www-nrd.nhtsa.dot.gov/pdf/nrd-30/NCSA/Rpts/2002/2001EARRelease.pdf>.
(Mr. Newman/1-877-749-9063 ext. 1926)

5. WORKING KNOWLEDGE – ALARA.

ALARA is a term commonly used in the Army’s Radiation Safety Program. ALARA stands for “as low as reasonably achievable”. This means that radiation exposures to all personnel must be kept as far below the dose as is practical and consistent with the purpose of the radiation commodity. One way to accomplish ALARA is to ensure that only trained and qualified personnel have access to radioactive commodities. Another way is to ensure that radioactive material storage areas are sufficiently isolated to minimize personnel exposure. Personnel who work with or use equipment that contain radioactive materials must follow applicable safety practices. These include:

Washing your hands after handling radioactive materials or sources with non-abrasive soap.

Reporting accident, incidents, injuries, or losses of radioactive equipment immediately to your Local Radiation Safety Officer (RSO).

ALARA is the not just the Army’s philosophy towards personnel exposure, it’s the law.

(Mr. Newman/1-877-749-9063 ext. 1926)

PUBLIC AFFAIRS OFFICE MAJOR DAVY A. RODGERS



AFRC-CAL-PA

1. WILDCAT INPUT. The deadline to have stories published in the next issue of the Wildcat is July 1, 2002. The 81st RSC Public Affairs Office’s goal is to feature stories in the “Wildcat” quarterly newspaper that represent units from each of the eight states in the command’s region of responsibility. To accomplish this goal, the PAO needs input from individual units, their Unit Public Affairs Representatives (UPARs) and public affairs personnel. Articles, photos (film or digital, JPG format preferred) and copy should be sent via mail to the Public Affairs Office, attention SSgt. Derrick Witherspoon or e-mailed to Derrick.Witherspoon@se.usar.army.mil.

(SSG Witherspoon/1-877-749-9063 ext. 1693)

2. COMMUNITY OUTREACH PROGRAM REPORTING REQUIREMENTS.

All Community Outreach Program (COP) activities should be reported to this office NLT 30 June 02 to be included in the next quarterly report to USARC. Report period includes activities conducted Apr. 1 – June 30, 2002. COP activities are any unit-sponsored events that involve key communicators in your local area (civic leaders, local, state, and national legislators, etc.). The primary goal of this program is to expand, increase and improve public awareness of the Army Reserve. The Community Outreach Program is the best way for the general public, civic leaders, and congressional representatives to get to know the Army Reserve. In order for these audiences to support us, they must gain first-hand experience of how the Army Reserve benefits their communities and our Nation.

(Ms. Hulsey/1-877-749-9063 ext. 1692)

3. MEDIA CARDS. Laminated, pocket size media guidance cards are now available to 81st RSC units. The cards contain guidance on interview techniques, command

messages and how to interact with media personnel. Great tool for training and reference. Contact MAJ Bill Nutter for distribution.

(Maj. Nutter/1-877-749-9063 ext. 1691)

FOR THE COMMANDER:

THOMAS D. ROBINSON
Colonel, GS, USAR
OFFICIAL: Chief of Staff



THOMAS M. PERRIN
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